

VMRII – VRO GUIDELINE
1099-CHANGING THE
DEFAULT IRS CLASS

Checklist Reference – 1099 Changing the Default IRS Class

Can I change the IRS withholding class on a vendor?

Yes and No:

- You can **add** the correct class,
- You can **switch the Default Jurisdiction** checkmark,
- But you **cannot delete** a withholding class that has been used previously in a voucher.

How do I make the change?

See the checklist referenced above for step-by-step instructions.

WARNING: Even removing the default checkmark can break the link between vouchers and the 1099 database. Never use correct history and backdating to remove the Default Jurisdiction checkmark – just add a new effective-dated row.

- ✓ If the effective dated row uses a date AFTER the last payment date, the vouchers will still appear as reportable. If this is incorrect, you will have to remove withholding from the vouchers through Update Voucher Lines Withholding.

Can I write over the existing class code?

No, because writing over the class code on the vendor record will make any vouchers attached to the vendor inaccessible for change when cleaning up vouchers for 1099 reporting.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.